

FLSA: NON EXEMPT
PAY RANGE: 34
PAY CODE: HOURLY
WC/CODE: 8810

**CITY OF WHARTON
ASSISTANT TO THE COMMUNITY DEVELOPMENT DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide range of administrative, customer service, confidential, project management, program related and management support tasks in the Community Development Department. Work is varied, complex, and involves customer service responsibilities as well as professional work such as research, analysis, and report generation which may cover assignments dealing with every facet of the Department's operations which will include United States Army Corp of Engineers (USACE) Wharton Flood Reduction Project. To represent the Community Development Director internally and externally as directed, acting as a liaison with the public and various internal departments, groups and committees.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Development Director.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities:

1. Assist Community Development Director with all facets of the United States Army Corp of Engineers (USACE) Wharton Flood Reduction Project.
2. Attend a variety of meetings including city council, departmental, commission, advisory board, and related meetings with outside agencies; prepare presentation materials, agendas, and supporting documentation for meetings; disseminate information to city staff.
3. Independently compose, compile and prepare correspondence, reports and related documents as assigned.
4. Serve as project manager for a variety of administrative projects.
5. Answer questions and provide information to city staff and the public regarding city projects; refer inquiries as appropriate.
6. Provides support necessary to prioritize projects and develop strategies for implementation.
7. Accounting duties for department. Skill in operation and software applications, preferable in Microsoft Office Professional (Word, Excel, Access, and Power Point).

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8. Productivity – Must be able to work on several facets of projects simultaneously and without supervision. Meet deadlines in a timely and accurate manner.
9. Communications Skills – Communicate in a constructive manner and listen well. Written communications must be clear, understandable, concise.
10. Professional duties will include research, analysis of data and information, and preliminary development of reports, papers and summaries.
11. Customer Service – Deliver responsive, competent and complete service to end users (either internal or external), treating all with respect, empathy and confidence. Personal integrity and the ability to maintain the security and confidentiality of information processed by the department required.
12. Ability to maintain effective, cooperative working relationships with Planning Commission, City employees, consultants and with citizens and external agencies.
13. Knowledge of confidentiality protocol and an ability to maintain confidentiality as required.
14. Represent the City of Wharton in professional and civic organizations.
15. Must be available on a full-time basis with flexibility to work weekends and overtime as needed.
16. Other duties as assigned by the Community Development Director.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three to four years of responsible administrative and secretarial experience.

Training:

Equivalent to a high school diploma supplemented by specialized secretarial training.

Knowledge of:

Modern office procedures, methods and computer equipment.

Advanced principles of business letter writing and report preparation.

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Principles and procedures of filing and record keeping.

English usage, spelling, grammar and punctuation.

Research techniques and various sources of information.

Pertinent federal, state, and local laws, codes and regulations.

Standard operations and activities of municipal government.

Basic mathematical principles.

Ability to:

Explain and implement applicable policies and procedures.

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative.

Independently prepare correspondence, memoranda, and technical reports.

Operate and use modern office equipment including a computer and various software packages.

Type at a speed necessary for successful job performance.

Presents items to the City Council, Planning Commission, or other appointed boards and commissions.

Communicates goals and objectives while developing working relationships with both the private and public sectors.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *operating assigned equipment*
- *lifting at a light to moderate level.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing large quantities of material*
- *operating assigned equipment*
- *communicating with others.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgement*

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- *dealing with deadlines*
- *analysis of statistical data*
- *handle difficult and sensitive matters*
- *dealing effectively with a high level of public contact.*

License or Certificate:

Possession of, or ability to obtain, an appropriate Notary Public Certificate in the State of Texas.

Possession of, or ability to obtain, a valid Texas Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers; subject to high levels of public contact and frequent interruptions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time; general manual dexterity is required.